



HLA News



Friday 20th September 2024

Dear Families,

We have had a great week here at Highfield Littleport.

This week the kitchen and dining room was used for the first time. The students were surprisingly settled and managed the change well. We were very lucky to have been able to keep the graffiti art work in the hall, it really does look great! It is fantastic to see them further practising their independent skills getting their lunch and clearing their own plates. There is still a bit of outside works that are being finished but we are hoping that this will be completed in a few days. The main extension is currently open to the planning application process so it is just a matter of waiting at the moment.

There have been some great feedback about our new meals provider, Edwards and Blake. Students love the variety of the menu and there have been lots of clean plates. Just a reminder that if your child has any allergies or requires a specific diet please complete the form in this link: <https://orders.lunchhound.co.uk/medicaldiets/request>

Last week we held a flu vaccination clinic at school. Thank you to all of the parents who sent back replies. The students again managed this very well, we are very proud of them. There were two classes who didn't get their vaccinations completed due to running out of time. These will be rebooked for another date. We will communicate the date when the nursing team get back to us with another slot.

Just a quick safeguarding and security note. If you send your child to school with an air tag or similar device, please let us know the tag name/identity. This will help us spot any unidentified tags.

A quick reminder about contributions to class funds. We ask for this payment in order to continue to provide sensory activities, food technology ingredients, facilitate trips out on the minibus and other elements of the curriculum. Without this contribution students will not be able to participate in such a wide curriculum offer. These are recommended at £10 per term and are payable via Arbor. Thank you to those parents and carers who have already made this contribution.

It has been lovely to see the engagement this week from the secondary aged students in their Active Play sessions. They are becoming much more independent and really working together well. This is great demonstration of our team work and independence learning values.

The students in Sparrows and Eagles have been working brilliantly on improving their attention skills. They have all been participating well in Attention Autism and have loved some of the engaging activities shared with them. I was impressed by the attention and focus demonstrated this early on in the term.

Have a lovely weekend everyone.

With all best wishes,

Yvonne Skillern

Headteacher



Important Information



- Please remember any communication with class staff can be made by Class Dojo, email and telephone. I have attached our communication protocol to the newsletter to remind you of response times and who is who.
- Please remember we are a **NUT FREE** school due to severe allergies. This includes sun creams and other products.
- Don't forget to take a look at the registration details for Arbor so that you are connected to our new school management system.
- Parents Evening is on Wednesday 2nd October between 3.30pm and 6.30pm. Letters will be sent out to organise an appointment shortly.

School Attendance

This week's whole school attendance was 94.3%. This is a slight decline on last week. Please remember any school term time holidays will not be authorised. **According to new direction from the trust families who take unauthorised holidays during term time will be face a penalty notice.**

Online Safety Tip of the Week:

**Too much of anything can be bad,
use the internet wisely.**

It is helpful to set screen time limits as this will help improve sleep and mental wellbeing.

Emotion of the Week:



This week's emotion is **HAPPY**. Please try to talk through how this emotion makes the mind and body feel with your child. Discuss what things make them feel this way.

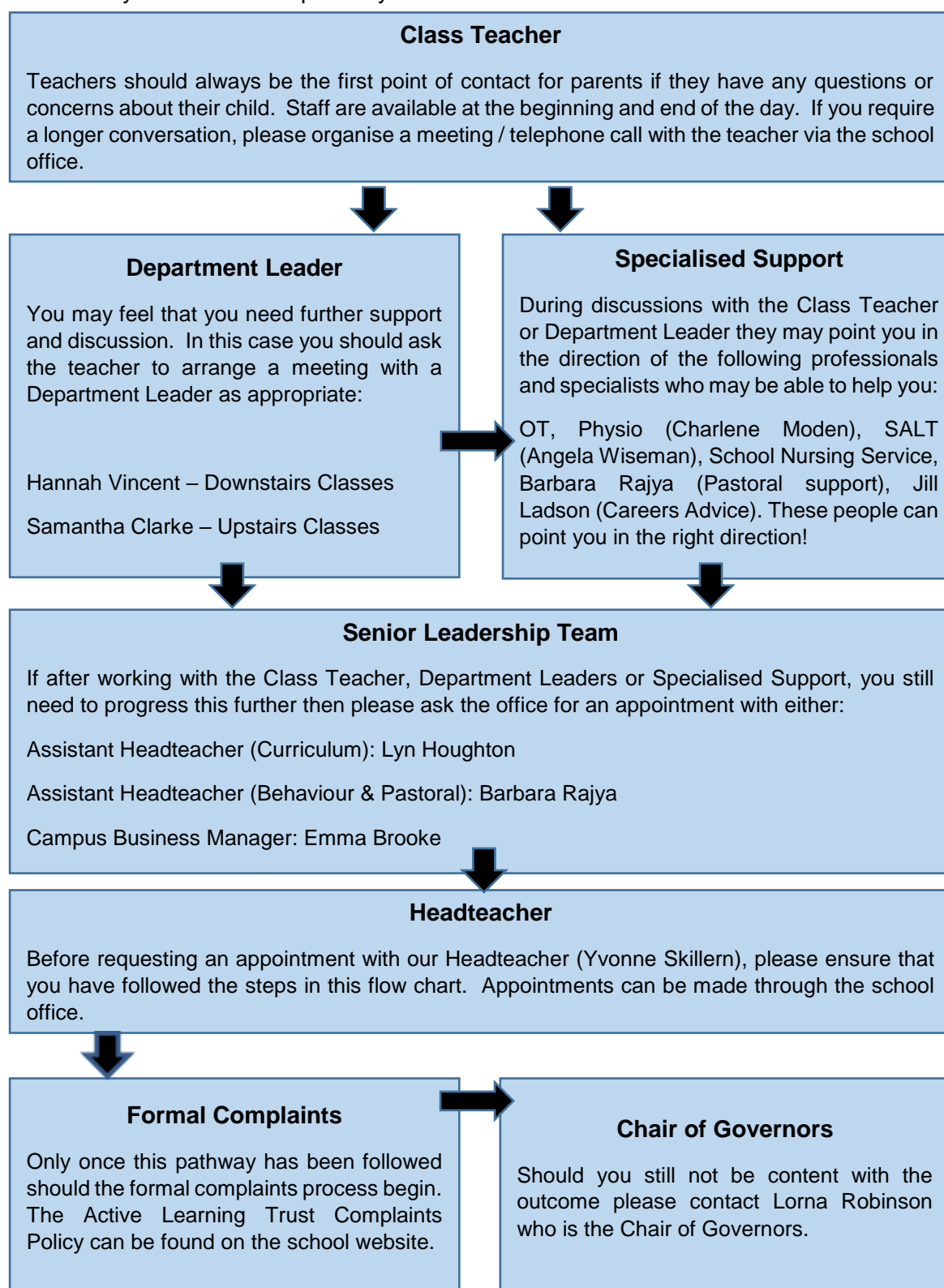
Mental Health Tip of the Week:

Talk To Someone You Trust

Highfield Littleport Academy Communication Protocol

September 2024

At Highfield Littleport Academy we recognise the importance of clear and effective communication with all stakeholders. We are committed to being both transparent and accessible to all whilst maintaining confidentiality, discretion and conforming to GDPR. We place great value on our communication with the parents and carers of each of our children. The office team will be able to help you with general queries but for child specific queries we would ask you to follow the pathway outlined below:



Safeguarding

Yvonne Skillern is our Designated Safeguarding and Prevent Lead. Our Assistant Headteachers and Department Leaders have all completed the same training. If you have a concern regarding a child, please contact them through the office and let them know you wish to discuss a safeguarding matter so that it can be prioritised.

Communication with Parents / Carers

E-mail: Please email any enquiries you may have to office@highfieldlittleport.org who will forward them to the relevant member of staff. We aim **to respond to emails within 2 working days.**

Class Dojo & Evidence for Learning: These are used for communication between the class teacher and home. Please speak to the office if you do not have access to these. Class Dojo is used as a communication tool whereas Evidence for Learning gives up to date information with regards to your child's learning and progress. These messages will only be monitored within the school day, immediately before school and for a short time afterwards. **Staff are not expected to respond to messages out of school hours.**

Phone: Teachers will not be interrupted during lesson time unless this does not disrupt students learning. Please leave a message with the office team who will pass any messages on. There is an answer phone for busy periods and out of hours messages.

Social Media Sites / Blogs: Staff will not communicate with parents via social networking sites or accept them as 'friends'.

Please be prepared to give an outline of the matter you wish to discuss so that we can deal with your query appropriately.

Please do not expect to receive correspondence from any member of staff outside the hours of 8am and 4.30pm weekdays or on weekends.

We aim to respond to all correspondence within 2 working days.